

PRIVATE BUSINESS IN A PARK APPLICATION

*A **Private Business in a Park** application is used for individuals or organizations wishing to utilize a City of Atlanta park for private business purposes. The private business may not be operated in a park unless and until the application is granted and a permit is issued. A **Private Business in a Park** Permit does not grant permission to vend (no monies to be exchanged) in a park, erect a tent, stage, or moonwalk or possess alcohol. No advertising/marketing or staking of any kind is allowed in the park. A separate application must be submitted for each park that the business wishes to use. The permit fee is \$1500 per park. Please submit completed application no less than 30 days prior to your event to:*

City of Atlanta Office of Parks

Park Reservationist

675 Ponce de Leon Avenue, NE

Atlanta, GA 30308

Phone: 404-817-6757 Fax: 404-817-7932

Official Use Only

Date Received _____

Fax__ Mail __ Delivered __

Schedule clear _____

Payment Y__ N__ Date _____

1. Today's date: _____

2. Name of park: _____

3. Date(s) of activity: _____ Type of activity: _____

4. Setup time: _____ Breakdown time: _____

5. Starting time: _____ Ending time: _____ No. of people expected per session: _____

6. Location of activity in park: _____
(Be specific)

7. Name of organization or group wishing to obtain the permit: _____

Name of person submitting this application: _____

Relationship of person submitting application to organization or group wishing to obtain the permit: _____

Does person submitting the application have the legal authority to bind the organization or group wishing to obtain the permit?

The applicant must present evidence of such legal authority. The Reservationist shall make a photocopy and attach it to the application. The City reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to deny or revoke the permit.

8. Contact person for organization or group: _____ Telephone: _____

Fax: _____ E-mail: _____

9. Alternate contact: _____ Telephone: _____

10. Mailing Address: _____

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11. City resident: Yes ____ No ____

The applicant must present a driver's license, voter registration card or utility bill in the applicant's name. The Reservationist shall make a photocopy and attach it to the application. The City reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to deny or revoke the permit.

12. Which days of the week will you conduct business? _____

13. Describe details of the proposed activity (types of activities, equipment involved, setup configuration):

14. Do you plan to have amplified sound at your event?

Yes _____ No _____

15. What type of sound equipment will you use? _____

16. What type of sounds will be amplified? _____

17. Start time of amplified sound: _____ End time: _____
Please include sound checks if applicable

18. Where will you obtain electricity for your amplified sound? _____

19. Description of generator (if applicable):

Wattage: _____ Weight: _____ Fuel tank size: _____

20. On your site plan, identify the proposed location of the amplification equipment and the generator. (see page 8 of 8)

PRIVATE BUSINESS IN A PARK - OTHER

21. How will you handle medical emergencies during the event? _____

22. How will you publicize the activity? _____

23. Is the required site plan attached? Yes _____ No _____

An acceptable site plan is a reasonably accurate representation of where the Park Business will be held in a park. Site plans need not be to scale. Please include the nearest streets, residences and business.

APPLICATIONS WITHOUT A SITE PLAN CANNOT BE PROCESSED.

24. How will you clean the area after your activity? _____

25. Additional applicant comments (if any): _____

26. Please provide a copy of general liability insurance in the amount of \$1 million (naming the City of Atlanta as additional insured).

27. Please provide a valid copy of your business license. APPLICATIONS WITHOUT A COPY OF A VALID BUSINESS LICENSE WILL NOT BE PROCESSED.

(OFFICIAL USE ONLY)			
Exempt:	Yes _____	No _____	Total: \$ _____
Sanitation Bond:	\$ _____	Date: _____	
User Fee:	\$ _____	Date: _____	
Valid Business License			
			Date Canceled: _____
			Amount Refunded: \$ _____
			Liability Insurance included

Rules and Regulations

*As used in this document, the "permit holder" is the individual or organization that will be utilizing the park for private business purposes should this application be granted. **This document must be signed by an individual who has the legal authority to bind the permit holder.** The Director of the Office of Parks, or his designee, shall determine whether to grant the permit. Submitting this application does not guarantee that a permit will be issued.*

Your signature below verifies that the information provided in this application is accurate and complete and that you, on behalf of the permit holder, understand and agree that the permit holder will comply with the rules, conditions and limitations contained in this permit application. For additional information, please reference the City of Atlanta Code of Ordinances, Sec. 110-3.

1. No permit will be issued until a complete application, including site plan, general liability insurance, and a valid business license, are received.
2. The permit entitles the permit holder to the non-exclusive use of the assigned area only. Parks are reserved as is. Electricity, additional water, and additional restroom facilities are not provided.
3. The permit holder is responsible for all clean up, including removal of all trash, equipment, and other items brought into the park. The permit holder is also responsible for restoring the park to the park's condition immediately prior to the event or the event set up. Should damage to the lawn, plants, walls, pavement or other infrastructure of a park occur as a result of, or arise from the event, the permit holder is responsible for reimbursing the City for the cost of repairing the damage, or replacing the damaged item(s) if the City finds that replacement is necessary.
4. The permit holder is responsible for notifying the Office of Reservations (404-817-6757) immediately of any changes to the information provided or requests made in the application. Office of Parks staff may not be able to honor last minute changes or requests.
5. Except in specially designated areas, dogs and other pets are allowed in a City park only if they are leashed. It is the responsibility of the person bringing a pet into a park to clean up after the pet. Pets are prohibited from amphitheaters, swimming pools and pool areas, tennis courts, golf courses, lakes, zoos, and within 15 feet of all fences and structures. No pets are allowed during A, B, or C festivals.
6. No pets are allowed in lakes, on tennis courts, on the ballfields or the playgrounds in any park at any time.
7. No horses or ponies are allowed in any park at any time other than Atlanta Police Department mounted patrol.
8. No glass containers are allowed in the park.
9. No selling of food or other items is allowed, and no alcoholic beverages are allowed except by special permit.
10. No stake, post, pole or any other device may be driven into the ground and no hole may be dug without written authorization from the Department of Parks, Recreation and Cultural Affairs.

11. No tents or canopies are allowed without the reserving party obtaining written permission from the Commissioner or designee of the Department of Parks, Recreation and Cultural Affairs, as well as all other permits required by the City.
12. Absolutely no illegal substances are allowed on City property.
13. A Private Business in a Park permit may be revoked or terminated if:
 - a. The applicant provides false information to the City.
 - b. By reason of disaster, public calamity, riot or other emergency, the City determines that the safety of the public or property requires revocation.
 - c. The permit holder or participant violates a policy, rule or regulation as set forth in the permitting process.
 - d. The permit holder transfers or attempts to transfer the privileges contained in the permit to another party.
14. The permit holder agrees to indemnify, defend and hold harmless the City of Atlanta, its officials, agents and employees from any and all suits, claims, actions, demands, damages and liabilities of every kind (including attorneys' fees and costs) arising from, or alleged to have arisen from the issuance of the permit requested herein, and/or arising from or alleged to have arisen from the performance of the permitted activities by the permit holder, its officers, agents, employees, volunteers and patrons. This indemnification agreement shall not apply if, and only to the extent that the alleged personal injury or property damage is caused by the sole negligence or intentional misconduct of one or more of the indemnified parties. This indemnification agreement shall survive the expiration of the permit requested herein.
15. The event organizer agrees to indemnify and hold harmless the City of Atlanta, its officials, agents and employees from any and all losses, expenses, demands and claims (including without limitation attorneys' fees and costs) against the City of Atlanta its officials, agents and employees sustained or alleged to have been sustained in connection with or arising out of this Outdoor Event permit, or the performance of the permitted activities by the event organizer or a contractor employed by the event organizer or any of their officers, agents or employees. This indemnification clause shall include without limitation all losses, expenses, demands and claims arising from the intellectual property rights, the alleged intellectual property rights, and/or the licensing requirements of any third party.

By signing below, I am attesting that: (a) I have read and understand all of the provisions and rules set forth in this application; (b) I, on behalf of the permit holder, agree that the permit holder will abide by all of the provisions and rules set forth in this application; and (c) I am legally authorized to bind the permit holder.

Signature of applicant: _____ Date: _____

Permit approved from _____ to _____

LARGE GATHERING SITE PLAN

Park name: _____ Name of gathering or activity: _____ Proposed date: _____

Street name	Street name

Please indicate the proposed location of all chairs, equipment, amplification, etc. Make sure you show how these items will be placed in relation to existing elements in the park, such as structures, sidewalks, park roads, trees, planting beds, playgrounds, ball fields, etc. All details described in this application must be identified on this site plan. Failure to label street names and provide all necessary details on the site plan will constitute an incomplete site plan and may delay the permitting process.